

4/23

9

April 2012

Proposed Charter for Acton 2020 Phase III Implementation Committee

Mission: To oversee and facilitate the process of implementing the recommendations in the Acton 2020 Comprehensive Community Plan.

The Acton 2020 Comprehensive Community Plan is the primary planning document for the Town, setting the Town's course for the next 15-20 years.

On April 3, 2012, Town Meeting approved the seven goals and corresponding objectives that comprise the foundation of the Plan. On May 15, 2012, the Planning Board adopted the Plan in accordance with the requirements of MGL Chapter 41, Section 81 D.

Supporting the seven goals and corresponding objectives, the Plan has a list of implementation strategies with 238 corresponding action steps, all contained in a detailed web-based database. Using the Plan as a guide, the Phase III Committee will work with various town committees, boards, and departments to help them implement action items for which these bodies are responsible.

The Phase III Committee will also identify significant parts of the Plan that require more detailed attention before implementation and recommend subcommittees, processes, and actions as needed to address these items as necessary.

Annually, the Implementation Committee will report on its work and progress in implementing the Acton 2020 Comprehensive Community Plan.

Membership: 7 members (2 associates)

Member Terms: 3 Years

Anticipated Committee Lifespan: 10 years

Support Staff: Planning Department

Christine Joyce

From: Steve Ledoux
Sent: Friday, April 20, 2012 8:17 AM
To: Board of Selectmen
Subject: Fwd: Acton/GenSel - Proposed Charter for Acton 2020 Phase III Implementation Committee
Attachments: Proposed Charter for Acton 2020 Phase III Implementation Committee.docx; ATT00001.htm

Sent from my iPad, please excuse any brevity or typos

Begin forwarded message:

From: John Murray <jmurray@acton-ma.gov>
Date: April 20, 2012 8:14:57 AM EDT
To: Steve Ledoux <sledoux@acton-ma.gov>
Subject: FW: Acton/GenSel - Proposed Charter for Acton 2020 Phase III Implementation Committee

FYI

From: Stephen D. Anderson [<mailto:SAnderson@AndersonKreiger.com>]
Sent: Thursday, April 19, 2012 10:12 PM
To: John Murray
Cc: Nina Pickering Cook
Subject: RE: Acton/GenSel - Proposed Charter for Acton 2020 Phase III Implementation Committee

Hi John:

My comments on the "Proposed Charter for Acton 2020 Phase III Implementation Committee" are as follows:

1. While it is a matter of semantics, I recommend that the document be called a "Proposed Mission Statement" rather than a "Proposed Charter." The Town Charter is a unique, superseding Town governance document (akin to the federal or state constitutions).
2. Under the Town Charter, there are three basic ways to establish a committee:
 - a. The Board of Selectmen can establish an advisory committee pursuant to Town Charter Section 4-1(b) ("The selectmen ... may make appointments to temporary posts and advisory committees they create for special purposes").
 - b. Town Meeting can create a committee pursuant to Town Charter Section 7-6 ("All committees created by a vote of the town meeting shall serve until the next annual town meeting ... [and u]nless the town meeting shall vote to revive and extend any such committee until the next annual town meeting, each such committee shall be deemed to have been discharged from its duties and dissolved upon the adjournment of the said town meeting").
 - c. The Town Charter can be amended to include a new committee under Section 4-2.
3. I assume this committee is being established as an advisory committee to the Selectmen pursuant to Town Charter Section 4-1(b). As such, I recommend that the motion adopting the Mission Statement contain a statement to the following effect:

"Move pursuant to Town Charter Section 4-1(b) that the Selectmen establish the Acton 2020 Phase III Implementation Committee as an advisory committee to the Selectmen to

facilitate the process of implementing the recommendations in the Acton 2020 Comprehensive Community Plan in accordance with the Proposed Mission Statement of the Committee”).

4. I recommend deleting the words “oversee and” from the basic Mission Statement (“To oversee and facilitate ...”). Under the Town Charter, the Selectmen and the Town Manager oversee Town governance.
5. The Proposed Mission Statement says, “On May 15, 2012, the Planning Board adopted the Plan in accordance with the requirements of MGL Chapter 41, Section 81 D.” Three comments:
 - a. I assume “May 15” is a typo as that date is in the future.
 - b. Question: Did the Planning Board adopt the full Plan, or did the Planning Board adopt the same goals and objectives approved by Town Meeting?
 - c. Under Chapter 41, Section 81D, “The planning board shall, upon completion of any plan or report, or any change or amendment to a plan or report produced under this section, furnish a copy of such plan or report or amendment thereto, to the department of housing and community development.” Has that been done?
6. I recommend changing the last sentence to read as follows: “As an advisory committee to the Board of Selectmen, the Implementation Committee will report to the Board of Selectmen annually, or more frequently as the Selectmen may require, on the Committee’s work and progress in implementing the Acton 2020 Comprehensive Community Plan.”
7. I recommend clarifying the “Membership” line to read “7 members (and 2 associates)” assuming that is the intention.

Please let me know if you have any questions.

Steve

From: John Murray [<mailto:jmurray@acton-ma.gov>]
Sent: Wednesday, April 18, 2012 4:07 PM
To: Stephen D. Anderson
Subject: FW: Proposed Charter for Acton 2020 Phase III Implementation Committee

Steve,

This is coming before the BoS on Monday, will you have your opinion ready for Friday?

John

From: Roland Bartl
Sent: Wednesday, April 18, 2012 4:05 PM
To: Christine Joyce; Manager Department
Cc: Acton 2020 Committee
Subject: Proposed Charter for Acton 2020 Phase III Implementation Committee

For the BoS agenda on April 23.

Roland Bartl, AICP
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